

EXAMPLE OF A GOOD INVOICE

Invoice for Federal Expenditures

Entity Name City Somewhere in Texas
Department
Address 100 First Street
City, State Zip City, TX 70000

Contact Name Joe Accountant
Phone (800) 123-4567
Fax (800) 123-6789

Contract # 04-000

(Also include your account reference number if different from GLO's contract number)

	Amount Budgeted	Expenditures this Invoice	Amount Previously Invoiced	Amount Remaining
Personnel	\$10,000	\$2,000	\$1,000	\$7,000
Fringe	\$0	\$0	\$0	\$0
Travel	\$11,000	\$0	\$5,000	\$6,000
Supplies	\$0	\$0	\$0	\$0
Equipment	\$20,000	\$5,000	\$4,000	\$11,000
Contractual	\$10,000	\$0	\$1,500	\$8,500
Other	\$0	\$0	\$0	\$0
 SUBTOTAL	 \$51,000	 \$7,000	 \$11,500	 \$32,500
Indirect costs	\$0	\$0	\$0	\$0
 TOTAL	 \$51,000	 \$7,000	 \$11,500	 \$32,500

- Please attach timesheets/receipts/cancelled checks for all expenditures that you are billing.

Project Manager Signature

Date

- If a university, please use this sheet as the cover for your standard invoice.